

Justice Bulletin

Montana Board of Crime Control

*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722 TTY 444-7099*

Request for Proposals (RFP)

#09-08(P) Juvenile Justice

Title V Formula Grants

New subgrantees must register online at www.mbcc.mt.gov
at least five (5) days prior to submitting the online application.

Proposal Deadline: March 16, 2009

Project Dates: July 1, 2009 to June 30, 2010

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals to implement the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grant Funds. Approximately \$45,000 will be available.

Title V of the *Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974* established the Incentive Grants for Local Delinquency Prevention Programs, better known as the Community Prevention Grants Program. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers Title V funding which is dedicated to delinquency prevention efforts initiated by a community based planning process **focused on reducing risks and enhancing protective factors** to prevent youth from entering the juvenile justice system. It is the only Federal funding source solely dedicated to delinquency prevention.

There is a three-year term limit on these funds with continuation applications due annually. Continuation award funding is dependent upon availability of federal funds and subgrantee performance.

Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.

II. Eligibility

Eligible applicants include units of local governments, and federally recognized tribal governments.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) takes effect January 1, 2009. Applicants for federal awards of \$25,000 or more are required to have a DUNS number and to maintain a current registration in CCR. To obtain a DUNS number online, go to www.dunandbradstreet.com or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS number is required as part of registration with CCR. To register with CCR, go to www.ccr.gov; call 1-888-227-2423 or 1-269-961-5757 with any questions.

Note: You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, the grant application may not be submitted.

III. Application Deadline

Applications for RFP #09-08(P) Title V Juvenile Justice Formula Grants must be submitted online on or before March 16, 2009 at 5 p.m. Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered a significant reason to recommend denial of the application.

IV. Registration

Register online at www.mbcc.mt.gov at least five (5) days prior to the March 16, 2009 application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

V. How to Apply

Go to www.mbcc.mt.gov and select Grants, then Online Application Reporting, then Online Application. Log in and choose an RFP by selecting File a New Application. Select the RFP for which you are applying. Complete the online application and mail the original signature page, letters of support, and proof of nonprofit status.

Assistance

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Stacy Purdom	444-6678	Sheryl Burright	444-3651
spurdom@mt.gov		sburright@mt.gov	

Crime Data

Agencies needing crime data to complete their applications can request the information at mbcc@mt.gov.

Receipt Verification

- All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

Late Applications

- New project applications that are received past the due date will not be considered during the current cycle;
- The first late submittal for continuation project applications will require an appearance before the Application Review Committee of the Youth Justice Council to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

VI. Performance Measures

http://www.dsgonline.com/Program_Logic_Model/titlev_pm.htm

Choose the Program Area from the above link that best defines your project. Click on the Performance Measures Matrix link of that Program area. Read the Performance Measurements. (Mandatory measurements are bolded and are requirements for annual Federal reporting.)

- List the **bolded/mandatory** reporting **outcome** and **output** performance measurements in your project narrative.
- List **one** other non-mandatory **output** performance reporting measurement in project narrative.
- List **one** other non-mandatory **outcome** performance reporting measurement in project narrative.

These measures will define the data you will need to track for your grant and you will be required to report that data to the Federal Data Collection and Technical Assistance Tool (DCTAT), annually. The goals and objectives of your project should align with these performance measures.

VII. Program-Specific Information

Project Period

The project period begins July 1, 2009 and concludes June 30, 2010.

Goals

Goals should follow the program area definitions and whenever possible contain model and best practice program approaches. Please click on the link below to view model and best practice programs.

http://www.dsgonline.com/mpg2.5/mpg_index.htm

Objectives and Deliverables

The Online Subgrant Application System (OSAS) has a five-objective limit. Objectives start with the word “to” and contain a measureable and time specific deliverable. Objectives should be in alignment with the performance measurements and the goals that are listed in the grant narrative.

Priority Projects

The Governor's appointed Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the State of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities within the following Program Areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

- 02-Alternatives to Detention
- 22-Native American Programs
- 09-Delinquency Prevention
- 10-Disproportionate Minority Contact (DMC)
- 11-Diversion Programs
- 19-Juvenile Justice System Improvement

If you submit a grant in a Program Area other than those listed above, your grant will still be considered, but priority will be given to the above Program Areas.

Special Consideration

Special consideration will be given to continuation grant applicants that are within their three-year award limit timeline and who have successfully met the conditions of the previous year's grant, clearly addressed progress made from the previous year's grant, included progress made in the sustainability process, and included letters of recommendation from entities directly involved with the program, including new supporting entities. Continuation subgrantees will not be allowed to add new programs to a continuation grant request. The progress listed above, should be outlined in the Executive Summary.

Cash or In-Kind Match

All grants will require a match of 33% of the federal funds requested. For example, if the total budget request is \$30,000, that would require \$20,100 in federal funds and \$9,900 in hard cash and/or in-kind match from your community. This equals a total project budget of \$30,000.

VIII. Application Requirements

All applications must include the following:

- Section 1. Face Sheet.** The face sheet is automatically generated in the online application system. The face sheet identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.
- Section 2. Project Budget.** Applicants must provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) directly related to the development, implementation, or operations of the specific project. (3) shows the cost calculations to demonstrate how the applicant arrived at the

total amount requested, and as clearly identifies the source of the matching funds; and (4) provides a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.

Section 3. Budget Narrative. The narrative should demonstrate that all costs are reasonable, and explain and justify each budget item including match funds.

Section 4. Project Narrative. Submit a project narrative that presents a detailed description of the needs, goals, objectives, implementation, evaluation and sustainability of the proposed project. Be sure to clearly list your performance measures for your purpose area in this section. Your goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the program narrative page count. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The project narrative describes the applicants approach to designing a program to address the proposed Title V purpose area. The project narrative must be written in a 12-point font, double-spaced, and must be kept to 24 pages or less.

The Project Narrative will contain the following elements:

Required Components.

- a. **Executive Summary.** Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. Be sure to clearly explain how the proposal is addressing the purpose area you identified. Priority will be given to programs who specifically and clearly address their proposed Title V purpose area. This section should be limited to 4 double-spaced, 12-point font pages.
- b. **Needs Statement.** The needs statement should include current data (less than five years old) that justifies the grant request for the purpose area of Title V funds.
- c. **Project Goals.** Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. The project goals should adhere to the Title V purpose area and the performance measures tied to that purpose area.
- d. **Project Objectives.** Identify the specific milestones aimed at achieving the goal(s). Objectives start with the word "to", must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible. There is a five-objective limit in the Online Subgrantee Application System (OSAS).
- e. **Implementation Plan.** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible

party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.

- f. **Evaluation and Internal Assessment.** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures you outlined in your narrative.
- g. **Sustainability/Future Funding Plan.** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support. Applying for additional grants is not an adequate sustainability plan.

Section 5 Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

Other Required Components if Applicable:

- **Position Description*:** If you are using grant monies to fund a position for your project include a position description in your project narrative. If there is not room to copy and paste a position description, mail it to us.
- **Signature Page*:** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.
- **RRI Report and DMC Assessment*:** You may obtain an RRI report from Jimmy Steyee (406) 444-4298; jsteyee@mt.gov If the RRI report indicates Disproportionate Minority Contact (DMC) exists you will be required to submit a DMC assessment report explaining how your project will address DMC.
- **Verification of CCR Registration*:** See Part II Eligibility
- **Tribal Resolution*:** Please reference the following website link for information.
<http://www.mbcc.mt.gov/Grants/ApplicationKit/TribResolReq.pdf>
- **Current Letters of Support*:** Mail current letters of support from networking agencies to MBCC.

- **Prevention Policy Board*:** Pursuant to Federal guidelines of Title V, the subgrantee shall appoint a local prevention policy board (PPB). Please provide a list of your PPB members.

*Mail copies, postmarked no later than March 16, 2009, of the **position description(s), original signature page, RRI report/DMC assessment report, verification of CCR registration, Tribal resolution, current letters of support, and PPB** to the following address:

MBCC
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

IX. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following conditions:

1. Submit **quarterly** narrative, DCTAT sheets, Juvenile Justice Statistics data, and financial reports **in the prescribed format according to MBCC time frames.**
2. Submit timely **annual** reports to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) using the Data Reporting Tool (DCTAT). **This requirement comes from the OJJDP.**
3. It is strongly recommended that new applicants or new project personnel attend one of the MBCC's subgrantee training workshops. This training targets personnel who work directly in the program and fiscal areas of the project. Budgeting for this training is recommended. Dates are August 6, 2009 in Missoula and August 27, 2009 in Billings.

Crime Data Reporting. If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; jsteyee@mt.gov) or Kathy Ruppert (406-444-2084; kruppert@mt.gov).

Juvenile Court Assessment and Tracking System (JCATS) If the grant is for a juvenile probation office, the office must participate in JCATS, which manages data for juvenile probation and all data regarding offenses and the offender, including placements and services provided to youth.

Data Collection and Technical Assistant Tool (DCTAT). Title V grant recipients will be required to submit performance measure data (as outlined in Section VI Performance Measures) annually (in October) to the federal DCTAT website. All title V subgrantees will be provided information regarding federal reporting requirements by email. Subgrantees will also be

required to report DCTAT data to MBCC on a quarterly basis.

Federal Reporting Requirements

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act Compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-Supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide
- ❖ Suspension or Termination of Funding
- ❖ Nonprofit Organizations
- ❖ Government Performance and Results Act
- ❖ Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

X. Limitations and Fund Use

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to mt.gov/doa, click on Resources, and click on State Travel Information for travel policy and hotel listings. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.
11. Funds may not be expended or obligated prior to July 1, 2009.
12. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
13. Uniform allowances will not be permitted.
14. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

XI. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Application Review Committee (ARC) of the Youth Justice Advisory Council (YJC).

The ARC of the YJC will review proposals during a May 2009 meeting. The ARC will recommend award; recommend denial; or request further clarification at that time. Immediately following the review of the applications by the ARC, a notice will be sent to all of the applicants with the recommendation from the ARC to be presented to the full Youth Justice Advisory Council (YJC) during the June 11, 2009 YJC meeting .

The YJC will review the ARC recommendations during the June 11, 2009 meeting and make the final award decisions. Final letters of denial or award will be mailed within ten business days of the June 11, 2009 meeting

Appeals

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board **if there are substantive reasons**. Lack of funding is not considered a substantive reason for appeal. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.

XII. Application Checklist

Please refer to this checklist before submitting your application.

All applications must include the following:

- ☐ Face page – submit online
- ☐ Project Budget – submit online
- ☐ Budget Narrative – submit online
- ☐ Project Narrative
 - ☐ Executive Summary – submit online
- ☐ Special Assurances and Conditions – submit online
- ☐ Position Descriptions - submit by mail (if can't paste to project narrative)
- ☐ Signature Page- submit online and original by mail
- ☐ RRI report (required) DMC report (if necessary) – submit by mail
- ☐ Proof of nonprofit status & Denial of local funding letter – submit by mail
- ☐ Verification of CCR registration – submit by mail
- ☐ Tribal Resolution (if applicable) – submit by mail
- ☐ Current letters of Support - submit by mail
- ☐ Prevention Policy Board List - submit by mail